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2. PROJECTS AND STUDIES IN PROCESS

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c. Orientation and Training Programs (new item - completed)

An orientation program has been prepared for presentation before Agency personnel assigned to this headquarters. This program covers the organization, functions and operations of the Transportation Division. An outline of the training program to be conducted by the Transportation Division as part of the Logistics Support Course was submitted to the Training Officer, Logistics Office, on 31 August 1953. The Transportation Division orientation program was presented 25 August to Mr. [REDACTED] GS-13, assigned to the FE Division as Logistics Officer.

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d. Revision of Regulations (new item - completed)

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(1) A new regulation, [REDACTED], Transportation of Privately-Owned Automobiles, was submitted to the Logistics Office for forwarding to the Regulation Control Staff. Working level coordination has been completed on this regulation. It has been assigned a [REDACTED] number in accordance with the desires of the Regulation Control Staff that all Travel Regulations appear in the [REDACTED] series.

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[REDACTED]
for forwarding to the Regulations Control Staff. These revisions were prepared by the Office of the Comptroller in coordination with the Transportation Division.

e. Position Descriptions (new item - completed)

Position descriptions are being prepared for all positions in the Transportation Division. Representatives of Personnel Classification have commenced a survey of position descriptions and some civilian personnel whose position descriptions have been completed will be interviewed by representatives of Personnel Classification in the near future. This item will not be reported again unless something unusual occurs in connection with it.

f. Internal Procedures (new item - completed)

Written procedures for the Cargo Branch have now been completed by the representatives of the Organization and Methods Service.

3. OTHER ITEMS OF INTEREST

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b. Trucking Operations and Other Highway Activities
(new item - completed)

(1) Number of Trips:

(a) Local 68
(b) Out-of-town 3

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1 [REDACTED] - 2
(Weight moved - 38,859 pounds)

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2 [REDACTED] - 1
(Weight moved - 8,000 pounds)

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(2) Total Truck Mileage - 6,074 miles.

(3) Two personal cars were driven to the [REDACTED]
by Transportation Division personnel for overseas shipment.

c. Cargo Shipments (new item - completed)

A total of 23 air and 93 sea and rail shipments were effected.

d. Overtime (new item - completed)

The amount of overtime for the Transportation Division for the pay period 16 August - 29 August, was only 197 hours (excluding 16 hours of an employee on duty at the U. S. Despatch Agent's Office). All of this overtime was in the Highway Branch and the majority was for truck drivers to meet deadline dates on long distance hauls. For a similar two-week pay period from 26 April to 7 May, the total amount of overtime in the Transportation Division was 1,375 hours and the amount of overtime for another two-week period from 10 May to 23 May was 1,493 hours. This reduction in overtime was made possible by rigid control and actual justification prior to authorizing overtime; establishing regular scheduled long haul truck runs between Washington and [REDACTED] whereby overtime is not required; changes in tours of duty of personnel where required; changes in the normal work week for personnel where required; delivering materiel to the [REDACTED] instead of having the materiel sent direct from Washington to the piers in New York area; having automobiles driven to New York during regular working hours instead of having them driven up at night on an overtime basis; and utilizing commercial means instead of Agency trucks whenever it is more economical and the move can be

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accomplished within the time limits consistent with required cover. This is especially applicable to small shipments. A recent example, a request was made to have a three-pound shipment transported from Washington to [REDACTED] by Agency truck. The shipment was actually made by Express.

4. SPECIAL PROBLEMS

a. Return of Household Effects without Prior Notification
(continued item)

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These household effects, belonging to employees transferred (PCS) from [REDACTED], returned to the U. S. Despatch Agent, [REDACTED] are now in temporary storage at the [REDACTED]. Action will be taken by the Transportation Division to store these effects upon receipt of authorization from the Far East Division.

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b. Classification of Letters to the American Express Company
(new item)

The Transportation Division has requested a ruling from the Security Officer, Logistics Office, as to whether or not Agency letters to American Express should require a classification. At a meeting with representatives of the Security Office, Logistics Office, the Transportation Division was informed a ruling will be made at an early date.

5. MAJOR OBJECTIVES

A resume of Major Objectives will be reported in the Weekly Activity Report for next week.

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